

INSTRUCTIONS FOR FILLING OUT LEGAL NOTICE FOR NAME CHANGE OF A MINOR CHILD OR CHILDREN

HEADING

- In the first blank enter the name of county where you filed the Petition.
- In the second blank enter the Case Number. The Clerk of the District Court will have given you a case number when you filed the Petition.
- In the third blank enter the minor child(ren)'s **current** first, middle, and last names.

BODY OF THE NOTICE

First Paragraph:

- In the first, second, and third blanks enter the day, month, and year you filed the Petition with the court. The date the Petition was filed can be found on the Petition document. The Clerk of the Court will have stamped the date you filed on your copy of the Petition. You can also ask the Clerk of the Court the date of filing.
- In the fourth blank enter the name of county where you filed the Petition.
- In the fifth blank enter the minor child(ren)'s **current** first, middle, and last names.
- In the sixth blank enter the minor child(ren)'s preferred **new** first, middle, and last names.

Second Paragraph:

- In the first blank enter the name of the judge that will be hearing the case. The Clerk of the District Court can provide you with the name of the judge assigned to the case.
- In the second blank enter the courtroom number in which the hearing will be held. The courtroom number can be obtained from the Clerk of the District Court. In some counties there may be only one district courtroom and so it may not have a number. If that is the case in your county, simply cross out this blank.
- In the third blank enter the complete address (street address, city, and state) of the courthouse in which the hearing will be held.
- In the fourth, fifth, and sixth blanks enter the day, month, and year of the hearing given to you by the bailiff, clerk or other court personnel.
- In the seventh blank enter the minor child(ren)'s **current** first, middle, and last names.
- In the eighth blank enter the minor child(ren)'s preferred **new** first, middle, and last names.

SIGNATURE

- On the first line print your first, middle, and last names.
- On the second line enter your street address.
- On the third line enter the city, state, and ZIP code where you live.
- On the fourth line enter your telephone number, including the area code.